**European Working Time Regulations 1998/2003**

***Working Time Regulation Monthly Checklist***

WARD / DEPARTMENT……………………………… DATE……………..

Completed By…………………………………………………………………….

1. Have any staff worked on average, in excess of 48 hours per week within the ward or department including bank agency work in the last calendar month?(*reference period is 17 week, except trainee Doctor who have a variable reference period* ).

If yes please list below.

1. Have any staff worked in excess of 48hrs a week continuously for a 17 week period (*if same member of staff has been listed in question 1 above for four consecutive checklists inform line manager*).

If yes please list below.

1. Are you aware of any member of staff that has more than one contract with NHS Greater Glasgow & Clyde or another agency?

If yes please list below.

1. Are any staff classified as young workers? (*Young worker is deemed any worker18 years and under, alternative arrangements of The Working Time Regulations applies*).

If yes, please list below.

1. If you have identified only staff as a‘night worker’, have they been issued with a copy of the health assessment document from Occupational Health?

(*A night worker is defined as a person who works between the hours of 11pm and 6pm*).

If no, please list below and action.

1. Are current shift patterns compliant?

If yes, please comment.

1. Do all staff receive suitable rest periods between shifts and days off entitlement? (*Staff should have* *an 11hours rest period between shifts, a full day every 7 days or 2 days rest in a two week period).*

If no, please comment.

1. Do all staff receive adequate rest breaks during shift? (*A 20 minute break in a 6hr shift should be given not to be taken at beginning or end of shift, or a compensatory rest should be given)*

If not, please comment below.

PLEASE SIGN AND DATE BELOW.

*Signed……………………………… Date……………………..*

Note: As this checklist may contain staff names the Data Protection Act applies.

This means that a separate file is required to hold this information- this information must be treated as CONFIDENTIAL – STORE SECURELY

Ref: Statutory Instrument 1998 No 1833 The Working Time Regulation 1998

Statutory Instrument 1003 No 1684 The Working Time (Amendment) Regulation 2003